



### Workflow

1. The president receives the article and distributes it to
  - a. the VP of faculty relations who reaches out to and determines a faculty/affiliate editor and begins to formulate a list of potential faculty/affiliate reviewers
  - b. the VP of production who evaluates the article for plagiarism. Significant concerns for plagiarism will lead to rejection.
2. Once the faculty/affiliate editor is determined, the president assigns a student editor to work with the faculty/affiliate editor and shares the article with the assigned student and faculty/affiliate editor.
3. Editors make the initial decision to consider the article for acceptance pending major or minor changes or rejection.
4. If the editors decide to move forward with the article for publication, the VP of faculty relations finds 2 faculty/affiliate reviewers, sharing their contact information with the president.
5. The president contacts the editor and associated faculty/affiliate and student reviewers, connecting them all.
6. The editors distribute the article to their peer reviewers.
7. The reviewers have 2 weeks to review the manuscript and complete the peer reviewer questionnaire, working as teams of 2 as a student and faculty/affiliate pair. They then jointly send their feedback to the editors.
8. The editors compile the feedback and share this information with the author.
9. The author has 2 weeks to make minor revisions and 3 weeks for major revisions as determined by the editors. If additional time is needed, editors/authors may email the president and VP of operations to request an extension.
10. Steps 7-10 are repeated until the editors and peer reviewers decide the article is the final draft.
11. The editors email the final draft of the article to the president, VP of operations and VP of production.
12. Then concurrently the
  - a. VP of production runs the article through plagiarism software
  - b. VP of operations shares the article with the NEOMED Writing Center for grammatical feedback
13. If any changes are required, the VP of operations shares the required changes with the author.
14. The vice president of production formats the article and shares the final version with the president and VPs.

15. If in agreement the VP of production uploads the article to NEOMED library's website in the JMS collection. The article is published online and compiled for later publication with all completed articles in the appropriate volume/edition.

Note: In all emails to authors the VP of operations and president must be cc'd.